



DWI/OSS/BOS-L2007-492369-GJK

WORKFORCE SYSTEMS LETTER NO.: 07-15

DATE: July 2, 2007

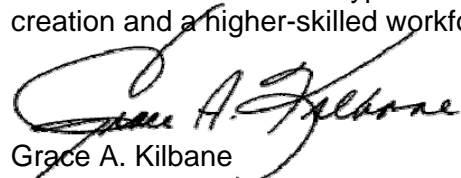
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SUBJECT: Recommended Format for the Annual Summary Report of Employment Services Provided to Migrant Seasonal Farmworkers (MSFWs)

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1. **Purpose:** To confirm guidelines and provide clarification to the instructions for the preparation and submission of the State Annual Report on Employment Services (ES) to MSFW's, as described in Training and Employment Guidance Letter (TEGL) No. 13-03, issued November 5, 2003.
 2. **Reference:** 20 CFR 653.108(f); TEGL 13-03; TEN No. 1-03, Federal Register Vol. 70, No. 69 (04/12/2005).
 3. **Background:** Federal regulations require each State Monitor Advocate to prepare an annual summary report reflecting an assessment of services provided to MSFW customers. Training and Employment Notice (TEN) No. 1-03 provides guidelines to State Workforce Agencies (SWAs) on the preparation of quarterly MSFW reports, including the completion of the quarterly report using ETA Form 5148. Assurance No. 15 in the Workforce Investment Act (WIA)/ Wagner-Pyser (W-P) Planning Guidance and assurance No. 14 in the Unified Planning Guidance require states to assure that they will comply with the annual Migrant and Seasonal Farmworker (MSFW) requirements in accordance with 20 CFR part 653. The WIA Title I Final Regulations at 20 CFR part 653, the WIA/W-P Act Planning Guidance, the Unified Planning Guidance, and applicable WIA and W-P Act regulations provide the guidelines for the agricultural services submission. Monitor Advocate annual summary reports are considered narrative attachments to the fourth quarter report.
 4. **State Annual Report:** All states are required to submit an annual summary report that consists of ETA Form 5148 (Quarterly Report), and the narrative Annual Summary of Employment Services to MSFW's. In order to maintain uniformity, attached is a recommended format (Attachment A) to be used as a guide in preparing the report. ETA Form 5148 should identify cumulative quarterly and year-end data. State Administrators are requested to use Program Year (PY) 2006 performance versus goals targeted in the state's PY 2006 Plan. Identify the state agency's actual accomplished MSFW activities as compared to those proposed in the state plan for the program year. Explain significant variances. Include activities and accomplishments made by the agency to transition the major MSFW activities (monitoring, outreach, the complaint system, and services to MSFWs and agricultural employers) into the state's One-Stop delivery system. Also include a description of the role played by the State Monitor Advocate in the planning and implementation of the agency's transition activities.
 5. **OMB Approval:** The reporting requirements for ETA Form 5148 are approved by OMB according to the Paperwork Reduction Act of 1995.

6. **Action Required:** State Workforce Agency Administrators are requested to provide this letter to the State Monitor Advocate in order to prepare the State Annual Summary Report, as described in this memo. The report should be completed by August 15, 2007, and sent to the Regional Administrator, attention George Kincannon.
7. **Inquiries:** Any questions should be addressed to George Kincannon, Regional Monitor Advocate, kincannon.george.j@dol.gov, (617) 788 – 0135.

We appreciate your continued support in promoting successful performance. By focusing on serving the needs of MSFWs as well as the employer, the public workforce investment system will be able to serve both types of customers more effectively, leading to economic growth, job creation and a higher-skilled workforce.



Grace A. Kilbane
Regional Administrator

Attachment

**State Monitor Advocate's
Annual Summary of Employment Services to
Migrant Seasonal Farmworkers
Recommended Format**

1. Program Year (PY) 2006 Performance versus Previous PY 2005 Performance

Analyze the state workforce agency's program performance statistical data and compare it with the previous year's performance data. Include approaches taken or being planned to achieve and measure high standards of customer service. Include information on local workforce investment areas that provide superior service to Migrant Seasonal Farmworkers (MSFWs) and those that are providing less satisfactory services to the MSFW population. Make recommendations for improvement where appropriate.

2. Indicators of Compliance and Corrective Actions

Analyze both the "equity" and "minimum service level" indicators by comparing the required level of compliance to the actual level of compliance. For any performance indicator not met, include an explanation and a summary of corrective action taken, or planned, to improve agency performance. Also include information on how the state agency is identifying additional ways to measure service to MSFWs and increase participation levels.

3. Outreach Program, Field Checks and Field Visits pursuant to 20 CFR 653.107 (a-h)

Include a description of the MSFW Outreach Program activities conducted during the harvest season. Explain any special value added activities conducted to serve MSFWs and agricultural employers. This section should also include an assessment of field checks and field visits to the working and living areas of MSFWs.

4. One-Stop Career Center Reviews and Findings

Include the schedule of significant and non-significant local offices and One-Stop Career Centers reviewed. Also include a summary report of the review findings, corrective actions implemented, and follow-up reports.

5. Affirmative Action Plans (If applicable)

Assess the state and local office(s) Affirmative Action Plans. Other activities accomplished and planned which are intended to improve services to MSFW's and employers, best practices, models, [20 CFR 653.111]. Include new bilingual staff added to the One-Stop Career Centers to assist in the transition of services to MSFW's to the One-Stop environment.

6. Monitor Advocate Staffing

Identify all staff changes during the year in the Monitor Advocate personnel and the efforts made to solicit assistance from farmworker organizations and others in filling Monitor Advocate vacancies. Describe the background and experience of any staff newly appointed to Monitor Advocate positions during the year.

7. Services to Agricultural Employers

Include a description and assessment of the agency's statewide and local programs carried out during the year for serving agricultural employers and how agricultural employers were served by the One-Stop Career Centers.

8. Other Activities

Explain other activities accomplished and planned which are intended to improve services to MSFWs and agricultural employers.